Request for Application

Improving Quality Early Care and Education and Supporting Kentucky Families

Revised
3/17/2014

All applications must be postmarked by May 15, 2014. Any applications received after this date will not be considered. Written inquiries may be submitted to Amanda Flanary, Governor's Office of Early Childhood, 125 Holmes St., Frankfort, KY 40601

Call for Applications

As authorized under KRS 200.707(1), the Early Childhood Advisory Council (ECAC) is issuing a request for applications from Community Early Childhood Councils (CECCs) to provide high quality early learning environments, support parents and families, and provide up-to-date and informative data to communities to enhance school readiness for children from birth to age five.

These grant monies are established through the KIDS NOW Early Childhood Initiative. The grants awarded through this solicitation are intended to augment existing quality efforts of the KIDS NOW Initiative and better prepare Kentucky families and children for kindergarten. The GOEC will identify the development of innovative approaches to increase school readiness for children as its funding priority for these awards.

History and Funding

Since taking office in 2008, one of Governor Steven Beshear's top priorities has been early childhood education. Recognizing that Kentucky must better position itself as a competitive force in this knowledge-based world, Governor Beshear believes that we must do a better job in preparing our children for a successful start in life. The Governor recognizes that quality early childhood experiences are related to the future economic development of Kentucky just as Governor Paul Patton did in 1999, when he created the first Governor's Early Childhood Task Force.

During the 2000 legislative session, House Bill 706 was unanimously passed in both chambers of the Kentucky Legislature. At that time, it was the most comprehensive package of early childhood legislation in the nation, addressing the needs of the whole child – health care, family assistance, high quality education, and community involvement. In addition, it committed 25% of the Kentucky Tobacco Settlement Fund annually to support early childhood programs.

To ensure the best early care and education for our youngest citizens and to reach the long-term goals set forth by the KIDS NOW Initiative, local communities must take action. One of the strategies identified by the Early Childhood Task Force (1999) to help support this outcome was the creation of state and local partnerships to support services designed to meet the locally identified needs of children and families. This strategy became the foundation for the creation of the Community Early Childhood Councils.

In 2009, Governor Beshear established the Governor's Task Force on Early Childhood Development and Education (ECDE). The task force made eight recommendations, including establishing the Early Childhood Advisory Council (ECAC) and the Governor's Office of Early Childhood (GOEC), that would serve as an early childhood framework for Kentucky's state agencies, community partners and families to improve early learning experiences and opportunities, helping to ensure school readiness for our children, schools and communities.

Among the eight recommendations, the ECAC is required to strengthen and support Community Early Childhood Councils as early childhood leaders in their community. CECCs address the unique needs and strengths of the local community related to early childhood. CECCs were designed to encourage local communities to establish and strengthen relationships, collaboration and coordination between early education and care providers, schools and the community as a whole, involving individuals from a cross-section of the community who can foster efforts to improve outcomes for young children and families. CECCs use new and existing relationships within communities to build and sustain supports for early childhood development and learning. Quality improvements are supported by grants that may be applied for and disbursed by the ECAC.

In December 2013, Kentucky received the third round of Race to The Top-Early Learning Challenge funds through the US Department of Education and US Department of Health and Human Service. These funds will be used to provide funding to for the purpose of increasing at risk children's access to high quality early learning programs, supporting families through strength based initiatives, providing meaningful data to communities, and aligning professional development systems.

Submission and Timeline

Intent to Apply forms will be available on our website, http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx, or by email at amandab.flanary@ky.gov. Intent to Apply forms should be received by the GOEC, 125 Holmes St, Frankfort, KY 40601, by **4:00 pm April 15, 2014.** This notification in no way binds a CECC to submit an application.

All applications to be considered must be either postmarked or hand delivered to the GOEC **no later than May 15, 2014.** Applications postmarked or hand delivered past this date will not be accepted.

Activity	Date
RFA Publication	3/15/14

Regional Training	3/24/14 to 4/3/14
Intent to Apply	4/15/14
RFA Due	5/15/14

Restrictions and Conditions

This grant opportunity is open only to CECCs and their members. This application must be completed as required and submitted to the GOEC with a postmarked date of **no later than May 15, 2014.** No applications postmarked after this date will be considered.

Phase 1 Tobacco Settlement dollars fully support the cost of these activities. The amount for which a council is eligible to apply is based on the availability of funds and the number of children under the age of 5 in the county, based on the 2010 Census data. See Appendix H for the maximum amount for which each council is eligible.

The GOEC reserves the right to cancel the selection process at any time for any reason. Funding is contingent upon the availability of Phase 1 Tobacco Settlement monies.

Fiscal Agents:

CECCs must identify a governmental, quasi-governmental, or non-profit agency to serve as the fiscal agent. This fiscal agent will serve as the comptroller of awarded funds and be responsible for all budget and reporting requirements. The fiscal agent is the legal applicant and responsible for fiscal and programmatic oversight. The maximum amount a fiscal agent may use for administrative costs is five percent (5%) of the total amount of the grant award.

CECCs will receive preliminary notice of award on or around July 1, 2014. The following steps **must occur, in this order, before** the grant awards will be released by the Kentucky Finance and Administration Cabinet.

1.) A Memorandum of Agreement (MOA) will be mailed to the fiscal agent that details the contractual agreement between the Commonwealth of Kentucky and the individual CECC.
2.) The MOA must be signed by the Chair or fiscal agent of the CECC. The **original signed** copy must then be sent to the GOEC c/o Amanda Flanary 125 Holmes St. Frankfort, KY 40601.
3.) Upon receipt, the GOEC will forward a signed original copy of the MOA to the Finance and Administration Cabinet for further review.

4.) Once approved and signed by the Finance and Administration Cabinet, the GOEC will receive an "effective date" for award monies.

5.) The GOEC will then provide the CECCs with an invoice for the total amount of grant.

6.) Once an invoice has been received by the GOEC and approved by the Finance and Administration Cabinet, a check for the total award amount will be mailed to the CECC fiscal agent.

Expenditures made prior to the "effective date" of the MOA are not allowable charges.

Any unexpended funds as of the close of the fiscal year, June 30, 2015, must be returned to the GOEC. Checks should be made payable to Todd Hollenbach, Kentucky State Treasurer.

Reporting:

Applicants will be required to complete a work plan detailing aspects of their plan, including, but not limited to, timelines, goals, and resources needed to complete the project. Applicants can find the work plan template at http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx. Applicants will also be required to submit a mid-year report that details progress on proposed projects and activities.

According to KRS 200 .707(6), CECCs and their fiscal agents are required to submit a year-end report no later than 30 days after the close of the fiscal year, that provides details on expenditures, summarizes project activities, and includes indicator data reflecting progress toward achieving outcomes detailed in this application.

Mandatory CECC Requirements:

CECCs must retain at least 7 members and must demonstrate active participation and collaboration from all of the following required groups within the service area: 1) Child Care 2) all Head Starts and/or Early Head Starts and 3) all Local School District(s).

As described in KRS 200.707, CECCs must include a "signed statement from each member of the CECC certifying that no program, agency, or individual that may receive part of an award would constitute a conflict of interest under KRS Chapter 11A for the council member. Issues concerning conflicts of interest shall be submitted to the Executive Branch Ethics Commission for resolution." A sample statement can be found in Appendix C.

CECCs are also strongly encouraged to attend at least six (6) of the monthly webinar trainings hosted by the GOEC.

If multiple applications are received for overlapping geographic areas, all applications received for these areas will be disqualified.

In accordance with KRS 200.707(2) "members shall serve on a community early childhood council on a voluntary basis and receive no compensation or expense reimbursement for their service".

All employees or independent contractors must adhere to state and federal law. For more information, refer to KRS 337.295.

Use of Funds

Funds must be used to supplement, not supplant other funds.
CECCs can, and are encouraged to, seek out additional funding sources and in-kind donations within their community to maximize the impact of the activities the council chooses to help prepare children for kindergarten.

Allowable use of funds:

CECCs are encouraged to be innovative with awarded funds. The following recommendations are to be used as examples for programs, but CECCs should be creative and collaborative when determining funded projects.

- Build community partnerships to ensure sustainability of the CECC.
- Raise awareness of School Readiness throughout the community.
- Include community and family engagement in preparing children for kindergarten.
- Participate in Kentucky All-STARS early learning and education initiatives, such as Strengthening Families and bornlearning® Academies
- Support effective training opportunities for early care and education providers that follow Kentucky All-STARS initiatives such as adult/child interaction, Strengthening Families Protective Factors framework, Kentucky's Early Childhood Standards, etc.
- Increase early care and education programs participation in STARS for KIDS NOW. *
- Printing documents for distribution, such as the school readiness definition, resource brochures, and parent guides.
- Establish and maintain effective web applications and/or an online presence.

A CECC may award mini-grants to local service providers using no more than 25% of the total grant award. The CECC should utilize mini-grants strategically to promote School Readiness in the community. This could include professional development strategies, training and assessment tools, and encouragement of STARS participation.

> *NOTE: STARS for KIDS NOW participation definition can be found
> http://chfs.ky.gov/dcbs/dcc/stars/.

Restrictions on use of funds:

Funds may not be used for any the following:
- Capital expenses such as major equipment purchases (e.g., computers, televisions, digital cameras, iPads, electronic chargers, etc.)
- DVD and Blu-Ray videos for children's viewing
- Consumable supplies such as paper, pens/pencils, or staples
- Major building construction or facility remodeling
- Purchase of food or refreshments, unless those perishables are used in educational projects and demonstrations for children and families

General Requirements

In Kentucky, School Readiness is defined as *"each child enters school ready to engage in and benefit from early learning experiences that best promote the child's early success"*. Families, early care and education providers, school staff, and community partners must work together to provide the environments and developmental experiences that promote growth and learning to ensure that all children in Kentucky enter school eager and excited to learn.

The Governor's Office of Early Childhood and the Early Childhood Advisory Council (ECAC) have established five developmental domains for School Readiness. These areas are:

- Approaches to learning
- Social and emotional development
- Healthy and physical well being
- Cognitive and general knowledge
- Language and communication development

The primary goal of all CECCs should be to build innovative and collaborative partnerships that promote School Readiness for children and families, while keeping these developmental domains in mind. CECCs have a long history of success at supporting School Readiness by responding to the unique needs of their own communities. In using the county level data in the Early Childhood

Profile and the updated Kentucky's Early Childhood Standards and Parent Guides, CECCs are continuing this legacy of grassroots community change.
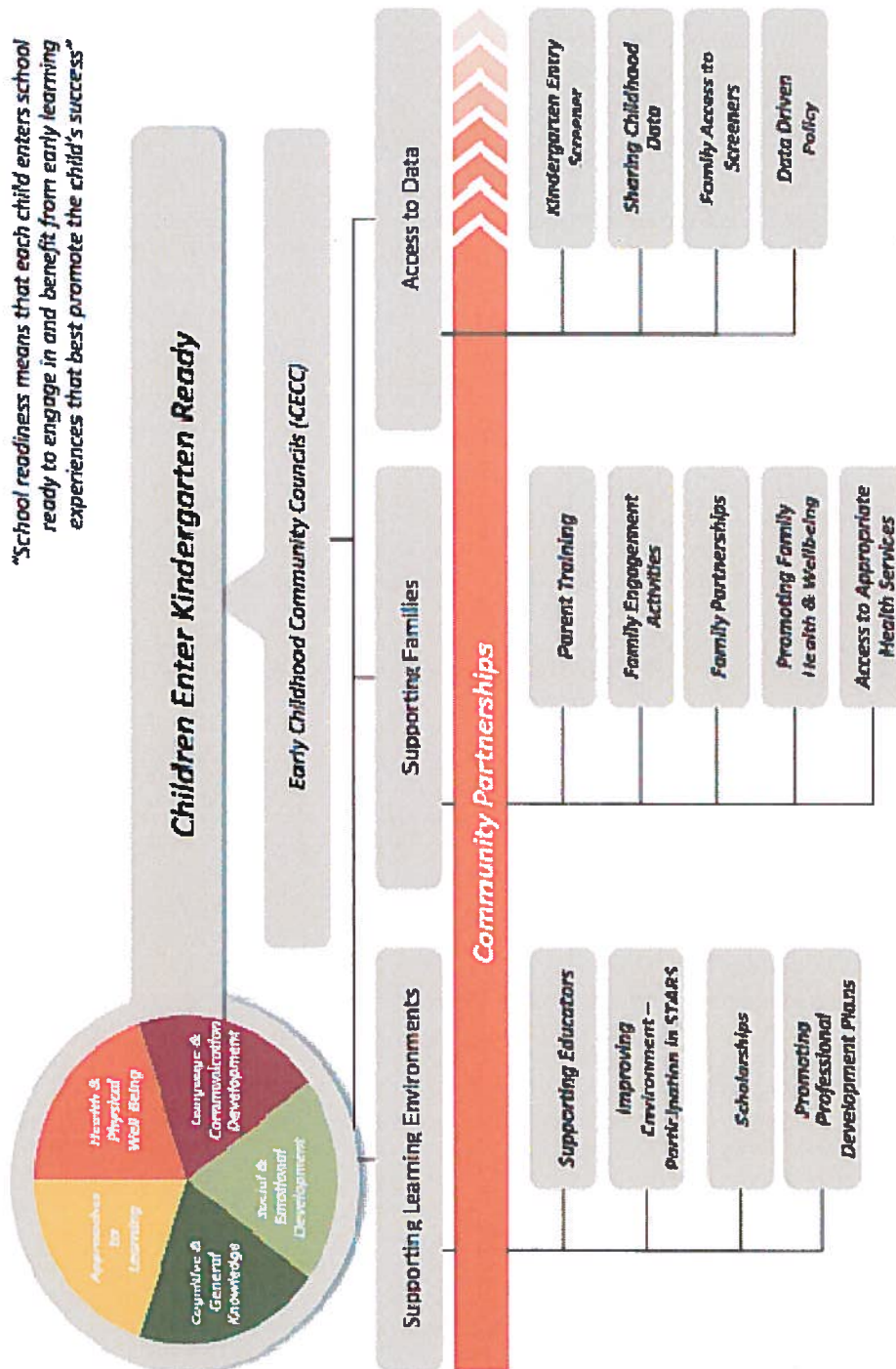
Applicants should prepare a detailed description of how their CECC will address the following general requirements as it relates to school readiness.

Supporting School Readiness – Applicants should demonstrate how the CECC will leverage collaborative relationships within the community to promote School Readiness by designing and implementing innovative and effective activities. Applicants should describe how proposed activities will support School Readiness in at least one of the following strategies established by the Early Childhood Advisory Council:

1. **Supporting High Quality Learning Environments** – Applicants should include a detailed description of how the CECC will support high quality early learning environments, at both in-home and community based settings. Applicants should explain how proposed activities will support the improvements of quality in early learning environments. As part of this support, CECCs should consider professional development priorities when developing their plan.
2. **Supporting Families** – Increased parent and family participation in a child's education leads to future success. Applicants should explain, in detail, how the proposed activities will support families by increasing the parental understanding of a child's development, build parental resilience in times of stress, and create strong social connections.
3. **Providing Access to Data**- Strong and knowledgeable communities create strong and knowledgeable families. Providing clear and understandable data throughout the community initiates conversation, increases awareness, and builds public commitment. Applicants should detail a plan to share the Early Childhood Profile and other data among local interest groups to improve School Readiness and spur community wide conversation.

The following chart illustrates how CECCs should leverage community collaborations to develop and implement activities in one of the three above strategies to prepare children and families for school and future success and align with the Kentucky Early Learning Standards. Change chart

"School readiness means that each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success"

Children Enter Kindergarten Ready

Early Childhood Community Councils (CECC)

Health & Physical Well Being
Language & Communication Development
Social & Emotional Development
Cognitive & General Knowledge
Approaches to Learning

Supporting Learning Environments

Supporting Families

Access to Data

Community Partnerships

Supporting Educators
- Improving Environment – Participation in STARS
- Scholarships
- Promoting Professional Development Plans

Supporting Families
- Parent Training
- Family Engagement Activities
- Family Partnerships
- Promoting Family Health & Wellbeing
- Access to Appropriate Health Services

Access to Data
- Kindergarten Entry Screener
- Sharing Childhood Data
- Family Access to Screeners
- Data Driven Policy

Demonstrating Improved Outcomes –Utilizing the Early Childhood Profile(s), CECCs should identify areas of need within the community. Based on these established needs, the applicant(s) should identify activities and programs that will address this need and compile a work plan to successfully implement programs. Successful applicants will clearly demonstrate the following:

1. Why was the outcome(s) selected?
2. How will activities impact the outcome(s) established?
3. How will planned activities support School Readiness?
4. How will the outcome(s) be measured?

Promote Community Collaborations – Applicants should describe how they plan to ensure that key members of their community are active participants in the CECC. Active participation is defined as having an observable and measurable role in at least one CECC proposed activity. Applications should also detail additional partnerships needed to achieve council goals. Demonstrations of collaborative partnerships within this application must include letters of commitment from these required members: a local childcare entity, all Head Start(s) and/or Early Head Start(s) grantees, and all local school district(s) in service area.

Application Components

Applications must include all the components listed below. These components are

Cover Page

The cover page should include the name and contact information of both the CECC Chair and the CECC fiscal agent, the name of the CECC, the date submitted, total page number, total number membership, and, if the CECC is multi county, the counties represented by the application.

Project Summary

The project summary should provide a brief description (100 words or less) of your outcome(s) and related activities. It should include a statement of how your proposed activities will lead to greater School Readiness for children in your community. Please note, these summaries will be used by the GOEC to describe the work of individual councils, so please be as descriptive as possible.

Summary of Previous Activities*

Applicants should provide a narrative of activities from previous years. This narrative should include the elements below. Applicants should also indicate funding levels from previous year activities. In particular, applicants should note

activities that were implemented during previous years in which the council was unfunded with these grant monies. All applicants must provide, in narrative style, a description including the following information:

- Identify the outcomes addressed in the previous projects
- Summarize previous CECC activities and/or projects for the past 3 to 5 years.
- Explain, in detail, what was learned by the CECC; i.e., how strategies were changed or strengthened and/or how and why the projects or activities were repeated or rejected.
- Demonstrate progress toward achievement of these outcomes
    *Not applicable for new or re-established CECCs.

Community Needs

Utilizing the Early Childhood Profile for each county in a service area, the School Readiness domains, and other data sources, CECCs should easily identify where the community has strengths and opportunities to grow. In narrative style, successful applicants will thoughtfully review and analyze the Early Childhood Profile and other appropriate data to provide rationale for the Strategic Plan.

Strategic Plan

Once the Community Needs have been established, applicants should determine the outcomes that would best serve the community in ensuring School Readiness. Based on these outcomes, CECCs should propose activities and strategies that will support and strengthen community knowledge and understanding of School Readiness. Successful applicants will clearly explain how School Readiness, the chosen outcomes, and the activity(s) work together to ensure children are enter kindergarten ready to learn.

The applicant should plainly detail a plan to ensure proposed activities are successful, which would include, but is not limited to, the following criteria:

1. How outcomes will be measured
2. Target populations and how those populations relate to School Readiness domains
3. Timeline, with steps, tasks, goals, and due dates, needed to ensure the success of each activity
4. Community partners, parent volunteers, or other volunteer possibilities utilized to ensure success

CECCs are strongly encouraged to format application in such a way that it is clear how planned activities and projects support the three strategies and five developmental areas of School Readiness, as described above. Examples of clear formatting would be putting projects and activities under headings.

Communication Plan

Applicants must submit a one to two page Communication Plan that details the CECCs community outreach efforts and how the monthly message provided by the GOEC will be distributed. Include all web-based applications that your council and council members plan to use, such as Facebook and Twitter. Detail relationships with local media sources, local business and community leaders, and elected officials. If the CECC has developed a website, explain what content is available and include the web address. Finally, include community-messaging accessibility; number of emails/addresses the CECC has access to, how many emails are sent and how often, what is the target audience, and what is the expected growth of your communication outreach in the next year. **If a CECC does not have an online presence and local media or community leader contacts,** please create a plan to broadcast messages provided by our office and report back the data regarding who has received the message, including the details above.

CECC should consider the following questions when developing the Communication Plan:
- How will CECC outcomes be supported through communication with community?
- Who are the audiences to target and what do they need to know?
- How will the message be delivered and what available resources are there to deliver the message?

Budget Template

Applicants should complete the Budget Narrative and Budget Template located at http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx/rfatoolkit. See Appendix E for budget template.

Required Components

All of the following components must be received by the GOEC with the application. If an application is received and missing part or all of the components, the application will be deemed incomplete, and the applicant will be asked to resubmit the application.

Members List

CECCs should provide the GOEC with a complete list of its members, including organizations/entities each member represents and contact information, including email address and phone number. Please clearly identify the members that fulfill the required representatives on your CECC; i.e., Child Care, Head Start and/or Early Head Start, and the local school district. This list should be provided using the template available on the GOEC website at http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-

.aspxhttp://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx
and can be found in Appendix G.

Letters of Commitment

Applicants should also provide letters of commitment from the **required** community interest groups: Child Care, all Head Start(s) and/or Early Head Start(s) grantees, and all local school district(s) within the service area.   These letters should demonstrate each group's commitment to collaboration and support of School Readiness.

Conflict of Interest

Include a signed conflict of interest letter as described in KRS 200.707 as outlined under Mandatory CECC Requirements of this document. Each CECC member must sign and date the letter then submit all letters to GOEC. An example of the statement can be found in Appendix C.

Submission of application

All applications should be post marked to the GOEC c/o Amanda Flanary 125 Holmes St. Frankfort KY 40601, no later than **May 15, 2014**. Applications received post-marked after this date will be deemed ineligible. All applications must be mailed or hand delivered. Please label the original and the CD or USB drive with the CECC name clearly located on each document.

The following must be submitted to the GOEC:

1. One (1) original paper copy with original signatures in ink. The signature of the council chair and the fiscal agent must be notarized with a raised seal. A designee's signature will not be accepted without prior approval from Terry Tolan, Executive Director GOEC.
2. One (1) CD or USB drive containing the exact original, including all appendix items and portable document format (pdf) of entire document

Hand delivered applications will be accepted. A photo ID is required in the visitors lobby for entrance.

The applicant is responsible for ensuring all pages of the application are submitted in both the original application and the digital copy.

Applications will not be opened prior to the deadline, **May 15, 2014.**

Within ten (10) business days of May 15, 2014, GOEC will provide notification of receipt of the application to the application contacts identified on the

application cover. Applicants that have not received a notice from the GOEC within ten (10) business days are responsible for contacting the GOEC to confirm receipt of application.

Formatting requirements

The application should not exceed twenty (20) pages. The page limit does not include the cover page, budget pages, and/or required forms within the RFA or appendices. All pages must be single sided. Text must be in Times New Roman or Arial 12 point font and be double-spaced. Do not use condensed or narrow versions. Text contained within charts/graphs may be single-spaced; however, they should not be used excessively. The applications should have side, top, and bottom margins of one (1) inch. The original and all copies should be secured only using clips or staples. Do not bind them or place them in notebooks. It is the responsibility of the applicant to ensure all pages of the original are also included in the digital version.

Appendix A - RFA Checklist

Applicants should ensure that all the following components are included with the CECC funding opportunity. Applications missing any component will not be considered and the applicant will be asked to resubmit.

- ✓ Contact information for the Fiscal Agent, along with Federal and State Tax Identification Numbers
- ✓ Application Cover Page with Notary Seal
- ✓ Project Summary
- ✓ Summary of Previous Activities
- ✓ Strategic Plan
  - ○ List of target populations, goals, and community partners utilized
  - ○ Timeline for proposed activities
- ✓ Budget Narrative and Budget
- ✓ Members List with required members identified, with name, phone number, email, and organization represented
- ✓ Letters of Commitment from three required community partners
- ✓ Communication Plan
- ✓ Conflict of Interest form for each member of Council
- ✓ Original copy and all required copies of document
- ✓ CD or USB with application, required components, Conflict of Interest statements and Letters of Commitment

CECC Funding Application
Application Deadline: Tuesday May 15, 2013
Applications received after this date will not be considered

Send your complete application and documentation to:
Amanda Flanary
Governor's Office of Early Childhood
125 Holmes St., 3rd Floor
Frankfort, KY 40601

For questions or comments contact Amanda Flanary at amandab.flanary@ky.gov

Appendix B – Cover Page

Council Name: _____   Total Pages: _____

Counties Served: _____   Total Membership: _____

Chair Information

Chair Name: _____

Address: _____

Phone Number: _____

Email: _____

Fiscal Agent

Fiscal Agent Name: _____

Organization: _____ Org Type _____

Tax ID (Federal): _____ Tax ID (State): _____

Address: _____

Phone: _____

Email: _____

The undersigned agree to ensure the funds awarded by this grant will be used to complete the plans outlined in this application and achieve School Readiness for children in the service area.

_____   Date: _____
Community Early Childhood Council Chair

_____   Date: _____
Community Early Childhood Council Fiscal Agent

_____

Notary Public
My commission expires on: _____   Notary Seal

Appendix C – Conflict of Interest Statement

I, the undersigned, acknowledge and confirm that in carrying out my duties as a director, officer or member of The Governor's Office of Early Childhood Community Early Childhood Council (CECC), a non-profit organization, I am charged with a duty of loyalty and fiduciary accountability to the CECC. To this end, I acknowledge my responsibilities to act in the course of my duties solely in the best interest of the CECC, without consideration of the interests of any other person or organization and to refrain from taking part in any transaction where I do not believe in good faith that I can with undivided loyalty to the CECC.

I shall disclose to the Council any potential conflict of interest I may have from time to time, including the identification of any material, financial or other beneficial interest held by me or by my immediate family in organizations engaged in the same business or services as the CECC or engaged in the delivery of products or services to the CECC. I shall also disclose any transaction with the CECC which would result in any benefit to me, my immediate family, or any organization in which I have a material financial or other beneficial interest or involvement, and I shall refrain from participation in any action on such matters, except to the extent permitted by the Conflict of Interest Policy.

I shall not disclose or exploit for any personal advantage, or for the advantage of any other organization in which I have an interest or involvement, any confidential information acquired by me regarding CECC business activities or plans. Further, I will abstain from CECC votes impacting organizations in which I have interest or involvement.

Pursuant to the above, I hereby report that I have an interest or involvement as an owner, partner, director, trustee, officer, employee, or agent of, or that I or my spouse, parents, children, or spouses of children, brothers or sister, or spouses of brothers or sister or any combination of them, have a material financial interest (greater than 5% ownership) or any other beneficial interest in:

1. The following organizations engaged in the same or substantially similar businesses or services as the Community Early Childhood Council.

    a. Name:

        Interest or Involvement

    b. Name:

        Interest or Involvement

2. The following organizations engaged in the delivery of products or services to the corporation:

    c. Name:

        Interest or Involvement

    d. Name:

        Interest or Involvement

I assume the duty of notifying the Community Early Childhood Council, in writing, of any changes in or additions to the information disclosed in this Disclosure Statement.

Date:_____   Signature: _____

APPENDIX D – Evaluation of Application

Independent reviewers with content expertise will review and score applications. Reviewers may include Child Care Resource and Referral staff, early childhood specialists, higher education faculty, and other qualified individuals. Reviewers will score and provide comments to the Early Childhood Advisory Council, which will be used to determine award recipients.

Applications will be evaluated according to the extent that they meet the following criteria.

CRITERIA	MAXIMUM POINTS
REQUIRED COMPONENTS	
Applicants must include ALL of the following to be considered: • Summary of Previous Activities (if applicable) • Signed and notarized Cover Page • Members list that includes name, phone number, email address, and organization represented • Letters of Commitment from required interest groups • Signed Conflict of Interest Statements from each member	Included? ☐ ☐ ☐ ☐ ☐
	0
COMMUNITY NEEDS	
Applicants should clearly: • Show strategic use of Early Childhood Profile in identifying achievable outcomes • Identify community strengths and weaknesses • Thoughtfully analyzes data to provide rationale for Strategic Plan	10 10 10
	30
STRATEGIC PLAN	
Applicant should clearly: • Identifies achievable outcomes based on data review and analysis • Demonstrates how outcome(s) will lead to School Readiness • Indicates how proposed activity(s) will lead to successful outcomes • Clear collaboration between CECC and Community partners • Explain and detail plan to ensure proposed activity(s) is/are successful	10 10 10 10 10
	50
COMMUNICATION PLAN	
Applicant should clearly: • Detail plan to broadcast messaging toolkit provided by GOEC • If applicable, lists current web applications CECC utilizes • Describe messaging outreach abilities	
	5
BUDGET NARRATIVE AND BUDGET	
The budget should reflect: • Used provided templates with categories on website kidsnow.ky.gov/rfatookit • Reasonable fiscal resources to support implementation of the plan, including cost of proposed activities • Leveraging of other community resources , either through monetary or in-kind contributions, to further outcomes	5 5 5
	15
TOTAL POINTS	*100*

Appendix E – RFA Budget Template

Total Requested Amount	$ Click here to enter text.
Additional Revenue	$ Click here to enter text.

Expense	Description	Amount Requested	In/Kind Match
Budget Items	Describe purpose of budget items below. Please outline the who, what, when, and where of each expenditure	$3,000.00	$2,000
Personnel/Fringe Benefits – (Hourly rate x # of hours) and/or total amount of consultant fees	Click here to enter text.	$Click here to enter text.	$Click here to enter text.
Travel – Total estimated expenditures	Click here to enter text.	$Click here to enter text.	$Click here to enter text.
Supplies/Material/Equipment – Estimated number and cost of items	Click here to enter text.	$Click here to enter text.	$Click here to enter text.
Stipends and Mini-Grants– Mini-grants 25% of total requested amount	Click here to enter text.	$Click here to enter text.	$Click here to enter text.
Administrative – Limited to 5% of requested amount	Click here to enter text.	$Click here to enter text.	$Click here to enter text.
Other	Click here to enter text.	$Click here to enter text.	$Click here to enter text.

Appendix F - RFA Work Plan

Strategy – Identify the GOEC strategy you plan to use	Identified Need- What need will be addressed	Desired Outcomes Affected - What positive result are you trying to achieve	Activities – What programs, partnerships, or activities will your CECC use to address the need	Indicators- What data will you collect to track the effect your activity has had on your outcome	Start Date	End Date
Supporting Families	Example: Lowest domain for Kindergarten Readiness on the Early Childhood Profile was Language and Communication	Example: Increase parent awareness of Screener Results and importance of early literacy and language development	Example: In partnership with the Public Library host a "GetReady! Reading At Home" day to Provide parents information on importance of early literacy	Example: Have parents conduct an exit survey to measure how much the parents learned during the event	9/20/2014	9/20/2014

Appendix G - RFA Members List

First Name	Last Name	Agency	Phone	Email	Member Type
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.
First Name	Last Name	Choose an item.	(502) 555-5555	Click here to enter text.	Choose an item.

Appendix H- Maximum Award Amount by County

Amounts subject to change according to availability of funds.

County	0-5 Population 2006-2010	Maximum Award Amount
Adair County, Kentucky	1,113	$ 8,900.00
Allen County, Kentucky	1,314	$ 10,500.00
Anderson County, Kentucky	1,389	$ 11,100.00
Ballard County, Kentucky	455	$ 7,000.00
Barren County, Kentucky	2,692	$ 20,000.00
Bath County, Kentucky	795	$ 7,000.00
Bell County, Kentucky	1,705	$ 13,600.00
Boone County, Kentucky	8,828	$ 25,000.00
Bourbon County, Kentucky	1,207	$ 9,700.00
Boyd County, Kentucky	2,920	$ 20,000.00
Boyle County, Kentucky	1,594	$ 12,800.00
Bracken County, Kentucky	572	$ 7,000.00
Breathitt County, Kentucky	861	$ 7,000.00
Breckinridge County, Kentucky	1,232	$ 9,900.00
Bullitt County, Kentucky	4,542	$ 20,000.00
Butler County, Kentucky	782	$ 7,000.00
Caldwell County, Kentucky	762	$ 7,000.00
Calloway County, Kentucky	1,890	$ 15,100.00
Campbell County, Kentucky	5,417	$ 25,000.00
Carlisle County, Kentucky	299	$ 7,000.00
Carroll County, Kentucky	695	$ 7,000.00
Carter County, Kentucky	1,681	$ 13,400.00
Casey County, Kentucky	991	$ 7,900.00
Christian County, Kentucky	6,796	$ 25,000.00
Clark County, Kentucky	2,253	$ 18,000.00
Clay County, Kentucky	1,272	$ 10,200.00
Clinton County, Kentucky	602	$ 7,000.00
Crittenden County, Kentucky	601	$ 7,000.00
Cumberland County, Kentucky	415	$ 7,000.00
Daviess County, Kentucky	6,588	$ 25,000.00
Edmonson County, Kentucky	658	$ 7,000.00
Elliott County, Kentucky	438	$ 7,000.00
Estill County, Kentucky	888	$ 7,100.00
Fayette County, Kentucky	18,533	$ 35,000.00
Fleming County, Kentucky	914	$ 7,300.00
Floyd County, Kentucky	2,506	$ 20,000.00
Franklin County, Kentucky	2,996	$ 20,000.00
Fulton County, Kentucky	401	$ 7,000.00
Gallatin County, Kentucky	599	$ 7,000.00
Garrard County, Kentucky	999	$ 8,000.00
Grant County, Kentucky	1,882	$ 15,100.00
Graves County, Kentucky	2,416	$ 19,300.00
Grayson County, Kentucky	1,766	$ 14,100.00
Green County, Kentucky	653	$ 7,000.00

County	0-5 Population 2006-2010	Maximum Award Amount
Greenup County, Kentucky	2,182	$ 17,500.00
Hancock County, Kentucky	561	$ 7,000.00
Hardin County, Kentucky	7,339	$ 25,000.00
Harlan County, Kentucky	1,875	$ 15,000.00
Harrison County, Kentucky	1,155	$ 9,200.00
Hart County, Kentucky	1,167	$ 9,300.00
Henderson County, Kentucky	3,095	$ 20,000.00
Henry County, Kentucky	962	$ 7,700.00
Hickman County, Kentucky	276	$ 7,000.00
Hopkins County, Kentucky	2,978	$ 20,000.00
Jackson County, Kentucky	845	$ 7,000.00
Jefferson County, Kentucky	47,702	$ 50,000.00
Jessamine County, Kentucky	3,307	$ 20,000.00
Johnson County, Kentucky	1,522	$ 12,200.00
Kenton County, Kentucky	11,378	$ 35,000.00
Knott County, Kentucky	948	$ 7,600.00
Knox County, Kentucky	2,184	$ 17,500.00
Larue County, Kentucky	789	$ 7,000.00
Laurel County, Kentucky	3,869	$ 20,000.00
Lawrence County, Kentucky	1,133	$ 9,100.00
Lee County, Kentucky	366	$ 7,000.00
Leslie County, Kentucky	696	$ 7,000.00
Letcher County, Kentucky	1,515	$ 12,100.00
Lewis County, Kentucky	851	$ 7,000.00
Lincoln County, Kentucky	1,623	$ 13,000.00
Livingston County, Kentucky	492	$ 7,000.00
Logan County, Kentucky	1,769	$ 14,200.00
Lyon County, Kentucky	330	$ 7,000.00
Madison County, Kentucky	5,188	$ 25,000.00
Magoffin County, Kentucky	556	$ 7,000.00
Marion County, Kentucky	1,340	$ 10,700.00
Marshall County, Kentucky	1,784	$ 14,300.00
Martin County, Kentucky	751	$ 7,000.00
Mason County, Kentucky	1,230	$ 9,800.00
McCracken County, Kentucky	3,961	$ 20,000.00
McCreary County, Kentucky	1,209	$ 9,700.00
McLean County, Kentucky	609	$ 7,000.00
Meade County, Kentucky	2,048	$ 16,400.00
Menifee County, Kentucky	335	$ 7,000.00
Mercer County, Kentucky	1,413	$ 11,300.00
Metcalfe County, Kentucky	636	$ 7,000.00
Monroe County, Kentucky	615	$ 7,000.00
Montgomery County, Kentucky	1,758	$ 14,100.00
Morgan County, Kentucky	757	$ 7,000.00
Muhlenberg County, Kentucky	1,792	$ 14,300.00
Nelson County, Kentucky	2,969	$ 20,000.00
Nicholas County, Kentucky	463	$ 7,000.00

County	0-5 Population 2006-2010	Maximum Award Amount
Ohio County, Kentucky	1,763	$ 14,100.00
Oldham County, Kentucky	3,503	$ 20,000.00
Owen County, Kentucky	713	$ 7,000.00
Owsley County, Kentucky	222	$ 7,000.00
Pendleton County, Kentucky	972	$ 7,800.00
Perry County, Kentucky	1,661	$ 13,300.00
Pike County, Kentucky	3,907	$ 20,000.00
Powell County, Kentucky	882	$ 7,100.00
Pulaski County, Kentucky	3,752	$ 20,000.00
Robertson County, Kentucky	180	$ 7,000.00
Rockcastle County, Kentucky	973	$ 7,800.00
Rowan County, Kentucky	1,362	$ 10,900.00
Russell County, Kentucky	1,011	$ 8,100.00
Scott County, Kentucky	3,437	$ 20,000.00
Shelby County, Kentucky	2,787	$ 20,000.00
Simpson County, Kentucky	1,121	$ 9,000.00
Spencer County, Kentucky	1,135	$ 9,100.00
Taylor County, Kentucky	1,444	$ 11,600.00
Todd County, Kentucky	1,012	$ 8,100.00
Trigg County, Kentucky	789	$ 7,000.00
Trimble County, Kentucky	545	$ 7,000.00
Union County, Kentucky	933	$ 7,500.00
Warren County, Kentucky	7,060	$ 25,000.00
Washington County, Kentucky	669	$ 7,000.00
Wayne County, Kentucky	1,163	$ 9,300.00
Webster County, Kentucky	866	$ 7,000.00
Whitley County, Kentucky	2,208	$ 17,700.00
Wolfe County, Kentucky	521	$ 7,000.00
Woodford County, Kentucky	1,475	$ 11,800.00

Source: 2006-2010 American Community Survey 5-Year Estimates